

### **Terms and Conditions of Award**

This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

7 CFR Part 3015: “Uniform Federal Assistance Regulations” for Entitlement Programs (Reference OMB Circular A-110 Common Rule)

7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)

7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”

7 CFR Part 3017: Subparts F “Government-wide Requirements for Drug-free Workplace (Grants)”

7 CFR Part 3018: “New Restrictions on Lobbying”

7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”

OMB Circular A-21: Cost Principles for Educational Institutions

OMB Circular A-87: Cost Principles for State and Local Governments

OMB Circular A-122: Cost Principles for Nonprofit Organizations

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations

## **Technical Evaluation Criteria**

Applicants must submit a technical proposal. The proposal should include a description of the proposed project, the proposed project approach, the rationale for it, the behavior-oriented strategy(ies) addressed (each strategy addressed must be clearly identified), specific project objectives, and, if applicable, how many people will be trained. Objectives should be measurable and commensurate with the requested budget and timeline. All projects must have goals and objectives that are consistent with FNS' Team Nutrition, and should involve expanded, new or innovative approaches to implementing one or more of the three behavior-based strategies of Team Nutrition to create an environment that encourages children to enjoy healthy eating. All applicants are encouraged to implement the HSNE Initiative through the use of the nutrition education kit "Changing The Scene".

Each of the following criteria will be used by the technical review panel in scoring each proposal. Applications will be reviewed and evaluated to assess the applicants ability to carry out the project using the following criteria and weights.

### **Soundness of Project Design**

40 points

Proposal objectives are measurable, appropriate to the target audience, and are relevant to the goals of Team Nutrition.

Proposed project activities are designed to implement new or innovative approaches to implementing one or more of the three TN behavior-oriented strategies through one or more of the six communication channels to create an environment that encourages children to enjoy healthy eating.

The timeline provides adequate, realistic periods to complete the proposed activities/tasks.

Proposal provides justification of the project(s) being proposed.

### **Organizational Experience and Management/Staff Capability**

25 points

The organization of the project allows sufficient time for proposed tasks, and clearly discusses and demonstrates that effective communication will exist among staff. Proposals should include a project timeline and organization chart showing key activities, dates, deliverables, who is responsible for specific activities, and the amount of time committed to each.

Resumes are provided for the proposed project director and key staff which demonstrate that they have the appropriate technical and experiential backgrounds for their proposed roles. Resumes must be no more than 2 pages. Background in nutrition, foodservice, and planning for the project director is highly recommended. If a project director has not yet been identified, a position description has been provided which describes duties, responsibilities and knowledge required for the position.

Letter of commitment for at least 33% of his/her time is provided from the proposed project director and a letter of support from their current supervisor are required. If the project director is a contracted employee a letter of commitment from the State representative overseeing the contractor is required. Letters of commitment are provided by key staff. Letters of commitment should include the percent of time commitment as well as an understanding of the duties the staff will be responsible for.

If coordination among multiple States, offices, or programs is required, letters of commitment are supplied with the application that provide evidence of coordination and clear understanding of relationships.

#### Budget Appropriateness and Efficiency

25 points

The level of Federal support requested is economical and reasonable in relation to the proposed scope and effort of the project.

The requested budget commensurates with project objectives and specific activities planned.

#### Presentation

10 points

The TN Training Grant Application is well presented, well organized, complete, clear, and succinct. Proposals should be relatively brief and concise, and must be submitted on standard office quality paper using specified margins and font sizes. The maximum acceptable proposal length is 15 pages. (See "How to Apply for Team Nutrition Training Grants for Healthy School Meals" for proposal length limitation and page format requirements.)

#### Bonus Points

- 3 bonus points toward the final score will be awarded to those States which have never received a TN grant;
- 5 bonus points toward the final score will be awarded to those States which proposals partially implement the HSNE Initiative;
- 10 bonus points towards the final score will be awarded to those States which proposal focuses exclusively on the HSNE Initiative.

## Intent to Submit a Team Nutrition Training Grant Application

If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **February 16, 2001**. This intent does not obligate the State(s) in any way, but will provide useful information to us as we prepare for the review and selection process. Thank you for your assistance. Please submit to:

Heidi Bishop, Program Analyst  
 Food and Nutrition Service, USDA  
 Team Nutrition Training Grants  
 3101 Park Center Drive, Room 1004  
 Alexandria, VA 22302  
 FAX: (703) 305-2549

2001 Team Nutrition Training Grant  
 Intent to Submit an Application

Applicant (State agency name and address): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Check one:

\_\_\_\_\_ Individual State application

\_\_\_\_\_ Coalition within a State (list State agencies) \_\_\_\_\_

\_\_\_\_\_ Coalition of States (list States included in the coalition) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**COVER SHEET**

**2001 TEAM NUTRITION  
TRAINING GRANTS  
APPLICATION**

**State(s):** \_\_\_\_\_

**2001 Team Nutrition Training Grant  
State Profile**

**(A separate State Profile must be submitted for each State agency applying as part of a coalition)**

**Application Information**

Applicant (State agency name and address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official contact person (name, title, phone number and fax number): \_\_\_\_\_

\_\_\_\_\_

**Training Funds**

State, local and/or private funds committed to this project during the grant period:

Training subject: \_\_\_\_\_

Source: \_\_\_\_\_ Dollar Amount: \$\_\_\_\_\_

State, local and/or private funds committed to this project during the grant period:

Training subject: \_\_\_\_\_

Source: \_\_\_\_\_ Dollar Amount: \$\_\_\_\_\_

**Total Grant Amount Requested**

\$\_\_\_\_\_

**Total Amount of Non Grant Funds**

\$\_\_\_\_\_

**Targeted Training**

Provide total number of participants targeted to be trained and identify the audience/ organization.

# of Participants

Targeted for Training

Audience/Organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Team Nutrition Training Grants**

### **Technical Proposal Summary**

(Two pages maximum)

1. Brief synopsis of your project including specific project objectives and TN behavior-oriented strategy(ies) targeted:

2. List major activities with timeline:

3. List Project Director and all key project staff:

4. List other groups or partners: